

**Rawalpindi Medical University
(RMU) Rawalpindi.**



PRE-QUALIFICATION

FOR

**Civil Work for the
Financial Year 2024-25**

**At Rawalpindi Medical University
(RMU) Rawalpindi**

TABLE OF CONTENTS

DESCRIPTION	PAGE NO.
INTRODUCTION	1
Advantages of Prequalification	1
2.0 INVITATION FOR PREQUALIFICATION	2
INSTRUCTIONS TO BIDDERS.....	3
Submission of Applications	3
Qualification Criteria 3	
General.....	4
General Experience	5
Personnel Capabilities	6
Equipment Capabilities	6
Financial Position	6
Conflict of Interest.....	8
Updating Prequalification Information.....	8
Other Factors.....	8
4.0 EVALUATION CRITERIA.....	10
ANNEXURES	
A. Letter of Application	11
Forms	
Application Form A-1. General Information	15
Application Form A-2. General Experience Record.....	16
Application Form A-3. Particular Experience Record	18
Application Form A-4. Details of Contracts.....	19
Application Form A-5. Summary Sheet: Current Contract Commitments/Works in Progress	20
Application Form A-6. Personnel Capabilities	21
Application Form A-7. Candidate Summary	22
Application Form A-8. Equipment Capabilities	19
Application Form A-9. Financial Capability.....	20-21

INTRODUCTION

Advantages of Prequalification

Pre-qualification is an assessment made by the Procuring agency, of the appropriate level of experience and capacity of firms expressing interest in undertaking a particular contract, before inviting them to bid.

Pre-qualification of constructors is very useful for the Procuring agency (also to the constructors) to carry out selection of firms for award of contracts. The basic aim of the pre-qualification is intended to eliminate, early in procurement proceedings, Constructors that are not suitably qualified to perform the Contract. Also sometimes Constructors are reluctant to participate in procurement proceedings for high value Contracts, if the competitive field is too large and where they run the risk of having to compete with unrealistic tenders submitted by unqualified or disreputable Constructors. Furthermore, the Prequalification is the basic tool to:

- (i) Encourage realistic bids by the Bidders because they know that they are competing against qualified bidders who have cleared the minimum competence criteria;
- (ii) Assess the interest of the prospective bidders in the bidding process;
- (iii) Make any adjustments/modifications in the bidding documents if a pointer is available from the lack of interest by the prospective bidders applying for pre-qualification;
- (iv) Reduce the effort and so the time in evaluation of bids from un-qualified bidders;
- (v) Help the bidders to evaluate and take stock of their capability and consequently to form joint ventures with other firms;
- (vi) Reduce the problems associated with low priced bids from bidders of doubtful capability and;
- (vii) Help the bidders who are insufficiently qualified to avoid the expense of bidding.
- (viii) To reduce the time of tendering again & again



Rawalpindi Medical University

Government of the Punjab



INVITATION FOR PRE-QUALIFICATION OF FIRMS FOR CIVIL WORKS FOR THE F.Y 2024-25

The Rawalpindi Medical University, Rawalpindi, RMU intends to Prequalify Firms for the civil works. Prequalification is opened to contractors who are duly registered with PEC and have valid PEC registration. Requestor Appropriate category PEC registered contractors may obtain prequalification documents from the Purchase Office, Rawalpindi Medical University, Rawalpindi, RMU New Teaching Block, Holy Family Hospital, Rawalpindi on submission of non-refundable fee of Rs. 5000/- for Category A, Rs. 3000/- for Category B, & Rs. 2000/- for Category C, till 8/07/2024 during working hours from Purchase Office, Rawalpindi Medical University, Rawalpindi, RMU New Teaching Block, Holy Family Hospital, Rawalpindi OR can be downloaded from the website (www.ppra.punjab.gov.pk) & (www.rmur.edu.pk). Sealed documents are required to be brought in person by the authorized representative of the interested bidders on 9/07/2024 till 3:00 p.m. No application shall be entertained after the cutoff time & date. In case of official holiday on the last day of Purchasing / submission, next day will be treated as closing date.

RMU may reject all the bids subject to relevant provision of Punjab Procurement Rules 2014

.Vice Chancellor
Rawalpindi Medical University
New Teaching Block
Rawalpindi
[Phone No. 051-9291511]

INSTRUCTIONS TO BIDDERS

Submission of Bids

Bids for pre-qualification must be received in sealed envelopes, the offer must be **properly bind in form of booklet** containing all the supporting documents to be delivered by hand to **Purchase Office, Rawalpindi Medical University, RMU Rawalpindi, New Teaching Block Holy Family Hospital.** not later than September 5th,2023 at 03:00 p.m. positively and be clearly marked “Application for Pre- qualification for Civil Works for the F.Y 2023-24” The Procuring agency reserves the right to accept or reject the late applications / incomplete.

The name and mailing address of the Applying Firm shall be clearly marked left hand on the envelope clearly indicating the category applied for such as Category A, B or C.

The applications shall be prepared in the English language. Information in any other language shall be accomplished by its translation in English. Procuring agency reserves the rights for Pre-qualification in case of non-compliance of the above requirement.

The Applicants must respond to all questions and provide complete information as advised in this document. Any lapses to provide essential information may result in dis- qualification of the Applicant.

No Hand written documents will be accepted. All details must be on company/Firm letter head (Print Form), otherwise bid will be rejected straightway.

There are 3 categories on which constructor can apply

Category “A”	C-4 &Above Works up to 40 Million (PKR)
Category “B”	C-5 Works up to 10 Million (PKR)
Category “C”	C-6 Works up to 04 Million (PKR)

Qualification Criteria

General

Pre-qualification will be based on the criteria given below regarding the Applicant's Financial Soundness, Experience Record, Personnel Capabilities and Equipment Capabilities as demonstrated by the Applicant's responses in the forms attached to this letter. The Procuring agency reserves the right to waive minor deviations, if these don't materially affect the capability of an applicant to perform the contract. Sub-contractor's experience and resources shall not be taken into account in determining the Applicant's compliance with the qualifying criteria.

Knock out Clauses (1)

Sr. No.	Category	Yes/No
1.	PEC Certificate (C-4 or Above for Cat A, C-5 for Cat B, C-6 for Cat C) Bidders must possess valid/Renewed for FY 2023-24 of Pakistan Engineering Certificate	If renewed Pakistan engineering council certificate for FY 2022-23 is attached then the applicant/firm will be Eligible for further evaluation for qualification
2.	Registration with Income & Professional Tax Bidders must possess valid registration certificate from FBR and relevant Punjab Revenue Board/Authority certificate	If "Yes" where applicable the applicant will be Eligible for further evaluation for Qualification
3.	PEC(Relevant Codes as per nomenclature of works)Renovation/Up gradation of Buildings Bidders must possess these codes from PEC	If "Yes" where applicable the applicant will be Eligible for further evaluation for Qualification/If only Electrical Engineer is attached then firm will be qualified only Electrical works as well as Civil & Mechanical Engineers
4.	Pre- Qualification Fee. Category A ----- 5000/- Rs Category B- 3000/- Rs Category C- 2000/- Rs	Non Refundable Fee to be submitted and slip must be attached.
5.	Complete Profile of the Firm	A complete information containing office details, staff with active contact number etc. must be provided
6.	Performance of Previous Works	All completed works must have verifiable performance report End-user/Engineer In charge.

Evaluation / Qualification Criteria (2)

Sr. No.	Category	Weight age/Marks
1.	Experience Record	30
2.	Personnel Capabilities	30
3.	Equipment Capabilities	10

4.	Financial Position	30
	Total:	100

Experience Record

Credit Marks for experience shall be awarded on the basis of following qualifications: No marks shall be awarded for limit less than specified.

Sr.No.	Description	Maximum Points
i)	Project of Educational (Universities/Colleges) Institutes (as per categories) completed in last 5 years along with satisfactory report by Engineer in charge 1 Project x 4 Nos.	12
ii)	Project of Similar Nature (Renovation/Up gradation of building) (as per categories) in Hand. 1 Project x 2Nos	06
iii)	Project of Similar Nature (Renovation/Up gradation of building) ((as per categories) completed having the satisfactory report. 1 Project x 3 Nos.	12
	Sub-total:	30

Personnel Capabilities

Credit Marks shall be awarded under this category using the following criteria:

Sr.No.	Description	Maximum Points
i)	Engineers Registered with PEC 5 years' Experience or above. AS per Pakistan Engineering Council Certificate a) Civil Engineer (10 Marks) b) Electrical Engineer (06 Marks) c) Mechanical Engineer (04 Marks)	20
ii)	Diploma Engineers in Employment of the Firm a) Site Supervisors (DAE) with 05 years' Experience & above Diploma In Civil Engineering (05 Marks) Diploma In Electrical Engineering (03 Marks) Diploma In Mechanical Engineering(02 Marks) Marks for experience less than specified years will not consider.	10
	Sub-total:	30

Equipment Capabilities

Credit Marks shall be granted on the basis of the following criteria for various kinds of equipment relevant for the Project:

Sr.No.	Equipment Type and Characteristics	Maximum Marks
1.	Surveying Equipment (i/c Total Station) (01 Set)	01
2.	Steel Cutting & Bending Machine Electrical (02 No)	01
3.	Plate Compactors (02 No)	01
4.	Shuttering i/c Scaffolding (5000 Sft)	02
5.	Concrete Vibrators (03 No.)	01
6.	Generator (100 KVA 01 No)	01
7.	Concrete Mixer Machine (One Bag Capacity)	02
	Marks will be awarded after inspection or on the Basis of submitted ownership/lease documents of the equipment.	01
Sub-total:		10

Marks for Fully owned equipment shall be 100% & for Rental/leased shall be 50% Financial Position

No Marks shall be awarded if the amount is less than the specified amount in point i. ii. iii.

Sr.No.	Description	Maximum Marks
i)	Bank Turn over – up to 20 million (Original & Verified from Regional Office)	5
ii)	Working Capital in last 3 years – 100 million or above (with certified Audited Reports) for Cat A. Working Capital in last 3 years – 50 million or above (with certified Audited Reports) for Cat B Working Capital in last 3 years – 25 million or above (with certified Audited Reports) for Cat C	5
iii)	Average Annual Construction Turnover in last 3 year – 100 million or above for category A Average Annual Construction Turnover in last 3 year – 50 million or above for category B Average Annual Construction Turnover in last 3 year – 25 million or above for category C	10
iv)	No Blacklisting from any institution. No marks will be awarded if Affidavit on PKR100 Stamp Paper duly attested in current month is not attached.	10
Sub-total:		30

The Applicant shall meet not less than 70 score out of Total Score of 100.

Updating Prequalification Information

Bidders shall be required to update the financial, personnel and equipment information used for prequalification at the time of submitting their bids, to confirm their continued compliance with the qualification criteria and verification of the information provided at the time of prequalification. A bid shall be rejected if the Applicant's qualification thresholds are no longer met at the time of bidding.

Other Factors

Only firms that have been prequalified under this procedure shall be invited to bid. A qualified firm may participate in the tenders for the F.Y 2023-24. If a firm submits more than one bid, all bids will be rejected. This rule will not apply in respect of bids which include specialist sub-contractors who are used by more than one bidder.

The Procuring agency reserves the right to:-

- a) Amend the scope and value of any contract(s) to be bid, in which event the bidder(s) will only bid among those prequalified bidders who meet the requirements of the contract(s) as amended. However the Procuring agency has to review the disqualified bids who originally do not meet the specified criteria for Pre-qualification.
- b) Reject or accept any application; and
- c) Cancel the prequalification process and reject all applications.

The Procuring agency shall neither be liable for any such actions nor be under any obligation to inform the Applicant of the grounds for rejection, however, may be debriefed if solicited.

EVALUATION CRITERIA

Applicants meeting the minimum requirements mentioned above in table (1) & (2) other factors shall be considered for pre-qualification. No compromise shall be made on minimum requirements of minimum score defined above.

Letter of Application

Annex-A

[Letterhead paper of the Applicant, or partner responsible for a joint venture, including full postal address, telephone no., fax no., telex no., cable and e- mail address]

Date:.....

To:

.....
[name and address of the Procuring agency]

Sirs,

1. Being duly authorized to represent and act on behalf of(hereinafter “the Applicant”), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby apply to be prequalified as a bidder for the Financial Year 2024-25 in Category_____
2. Attached to this letter are copies of original documents defining:
 - (a) the Applicant's legal status;
 - (b) the principal place of business; and
 - (c) the place of incorporation (for applicants who are corporations); or

the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. Your Agency and its authorized representatives may contact the following persons for further information², if needed.

General and Managerial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Personnel Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Technical Inquiries	

Contact 1	Telephone 1
Contact 2	Telephone 2

Financial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made with the full understanding that:
- (a) bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
 - (b) your Agency reserves the right to:
 - (i) amend the scope and value of any contract under this project; in such event bids will only be called from prequalified bidders who meet the revised requirements; and
 - (ii) reject or accept any application, cancel the prequalification process, and reject applications; and
 - (c) Your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) hereabove.
 - (d) Your Agency shall not be liable for consequence of, and shall be under no obligation to inform the applicant of the grounds for, actions taken under para 5(b) here above
6. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Sig	Stamp
-----	-------

General Information

All individual firms applying for prequalification are requested to complete the information in this form.

1.	Name of Firm	
2.	Head Office Address	
3.	Telephone	Contact Person: Name: Title:
4.	Fax	Telex
5.	Place of Incorporation/Registration	Year of incorporation/registration

General Experience Record

Name of Applicant

All individual firms are requested to complete the information in this form. The information supplied should be the annual turnover of the Applicant, in terms of the amounts billed to clients for each year for work in progress or completed over the past five years.

Use a separate sheet for each partner of a joint venture.

Annual Turnover (Construction only)		
Year	Turnover (in actual currency)	Equivalent Rupees in Millions.
1.		
2.		
3.		
4.		
5.		

Particular Experience Record

<i>Name of Applicant</i>

To prequalify, the Applicant shall be required to pass the specified requirements applicable to this form, as set out in the : Instructions to Applicants”.

On a separate page, using the format of Application Form A-4, each applicant is required to list all contracts of a value equivalent to Pak Rs.-(User/Procuring agency to provide the amount) million, for which the Applicant wishes to qualify, undertaken during the last five years¹. The information is to be summarized, using Application Form A-4, for each contract completed or under execution by the Applicant.

¹

Where applications are being invited for a number of contracts, suitable wording should be introduced, to allow applicants to apply for individual contracts or groups of contracts (slice and package contracts).

Details of Contracts

<i>Name of Applicant</i>

Use a separate sheet for each contract.

1.	Name of Contract
	Country
2.	Name of Procuring agency
3.	Procuring agency Address
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify
5.	Contract Role (Tick One) (a) Sole Contractor (b) Sub- Contractor (c) Partner in a Joint Venture
6.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract Currency..... Currency..... Currency.....
7.	Equivalent in Pak/Rs.
8.	Date of Award
9.	Date of Completion
10.	Contract Duration (Years and Months) ____Years ____Months
11.	Specified Requirements1

Summary Sheet: Current Contract
 Commitments/Works in Progress

Name of Applicant

Applicants should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which substantial Completion Certificate has yet to be issued.

Name of Contract	Value of Outstanding work (Equivalent Pak Rs. Millions)	Estimated Completion Date
1.		
2.		
3.		
4.		
5.		
6.		

Personnel Capabilities

<i>Name of Applicant</i>

For specific positions essential to contract implementation, Applicants should provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience should be supplied on separate sheets using one Form for each candidate (Application Form A-7).

1.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
2.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
3.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
4.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate

<i>Name of Applicant</i>

Candidate Summary

	Position	Candidate [Tick appropriate one] <input type="checkbox"/> Prime <input type="checkbox"/> Alternate
Candidate information	1. Name of Candidate	2. Date of Birth <input type="text"/>
	3. Professional Qualification	
Present employment	4. Name of procuring agency	
	Address of procuring agency	
	Telephone	Contact (manager/personnel officer)
	Fax	Telex
	Job title of candidate	Years with present procuring agency

Summarize professional experience over the last 20 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

Month/ Dates/Years		Company / Project / Position / Relevant technical and management experience
From	To	

Equipment Capabilities

Name of Applicant

The Applicant shall provide adequate information to demonstrate clearly that he has the capability to meet the requirements for each and all items of equipment listed in the Instructions to Applicants. A separate Form shall be prepared for each item of equipment listed in para 3.2.4 of the Instructions to Applicants, or for alternative equipment proposed by the Applicant.

Item of Equipment		
Equipment information	1. Name of manufacturer	2. Model and power rating
	3. Capacity	4. Year of manufacture
Current status	5. Current location	
	6. Details of current commitments	
Source	7. Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <small>☐ ☐ ☐</small>	

Omit the following information if it is owned by the Applicant or partner.

Owner	8. Name of owner	
	9. Address of owner	
	Telephone	Contact name and title
	Fax	Telex
Agreement	Details of rental/lease specific to the Project.	

Financial Capability

<i>Name of Applicant</i>

Applicants, should provide financial information to demonstrate that they meet the requirements stated in the Instructions to Applicants. Each applicant must fill-in this form. If necessary, use separate sheets to provide complete banker information. A copy of the audited balance sheets should be attached.

Banker	Name of banker	
	Address of banker	
	Telephone	Contact name and title
	Fax	Telex

Summarize actual assets and liabilities in Pak Rupees (Equivalent at the current rate of exchange at the end of each year) for the previous five years, based upon known commitments, projected assets and liabilities in pak Rupees equivalent for the next two years.

Financial information in Pak Rs. or equivalent	Actual: previous five year					Projected: next two years	
	1	2	3	4	5	6	7
1. Total assets							
2. Current assets							
3. Total liabilities							
4. Current liabilities							
5. Profits before taxes							
6. Profits after taxes							

Specific proposed sources of financing to meet the cash flow of the Project, net of current commitments (Instructions to Applicants, para 3.2.5).

Source of financing	Amount (Pak Rs. or equivalent)
1.	
2.	
3.	
4.	

Attach audited financial statements for the last five years (for individual applicant or each partner of joint venture).

Firms owned by individuals, and partnerships, may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns.